



Serve Delaware Executive Committee Meeting Minutes

Thursday, October 20, 2016
Smyrna State Service Center, Smyrna, DE
10:36a.m. – 12:35p.m.

PURPOSE Executive Committee Meeting	ATTENDEES Commissioners Present: John Danzeisen, Sara Funaiock, Kanani Hines (phone), Gary Pippin, Margarita Rodriguez-Duffy (proxy), Georgeanna Windley DSSC/SOV Staff Present: Renée Beaman (phone), Cynthia Manlove, Luz Vasquez-Guzman, Charles Harris, Tara Wiggins, Guadalupe Murphy, Deborah Tokarski	NOTE TAKER Guadalupe Murphy
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BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 10:36AM by Georgeanna Windley, Chair of the Commission.

PUBLIC COMMENT – None

ROLL CALL – DETERMINATION OF QUORUM

Four voting commissioners were in attendance at 10:36AM which constitutes a quorum.

COMMITTEE UPDATES

- Program Oversight Committee: Commissioner Hines reported on the current AmeriCorps Request for Proposal process for the CNCS 2017-2018 AmeriCorps Competitive and Formula funding cycle.
- DE Volunteerism: Commissioner Funaiock reported on the success of the 2016 Governor's Awards. Final count of attendance is still being finalized but 465 individuals registered to attend the ceremony. Commissioner Danzeisen wanted to recognize Senator Chris Coons for his attendance and continuous support for AmeriCorps and that he was able to join the Governor at his last volunteer awards ceremony.
- Nomination Committee: Commissioner Danzeisen presented nominations on behalf of the committee the three open available positions. Committee will present nominations at the upcoming November 17, 2016 Full Commission Meeting. Nominations included:
 - o Commission Chair: Georgeanna Windley
 - o Commission Treasurer: Gary Pippin
 - o Commission Secretary: Margarita Rodriguez-Duffy
- Transition Committee: Commission Chair Windley reported the committee has been meeting and are working on editing the final report that will be submitted to Governor Markell who will then pass it on to the new administration.
- Commissioner Danzeisen reported that the upcoming November 17, 2016 Full Commission Meeting/Retreat will be his last commission event that he will be attending since he will be submitting his formal resignation letter to the Governor in the coming weeks.

ACTION ITEM:

- AmeriCorps will send out a memo to the Commissioners with specific dates and times for AmeriCorps application reviewers training (in person & webinar).
- Commissioner Windley will request from Commissioner Prueitt to reviewer the top two submitted AmeriCorps competitive grant applications that will be recommended for competitive funding.

STATE SERVICE PLAN

Commission Chair Windley reported she is working on updating and identifying multi platforms that can be used to release the State Service Plan. Commissioner requested from SOV more updated photos from recent events.

Commissioner Danzeisen urged the Commission to release the final version of the State Service Plan that was distributed at the June 23rd Full Commission Meeting and also uploaded to Dropbox in word, pdf and publisher format in June.

ACTION ITEM:

- SOV will select and upload images from the AmeriCorps Swearing Ceremony to the Commission Dropbox shared folder.
- SOV will select and upload images from the Governor's Awards to the Commission Dropbox account.
- SOV will upload and send to the Commission Chair the most updated version of the State Service Plan with and without graphics.
- The Commission will distribute the final 2016-2018 State Service Plan at the November Full Commission Meeting.

APPROVAL OF MINUTES

Approval of Minutes from the August 11, 2016 Executive Committee Meetings (Revised)

- Page one; Chairman's Update: edit last bullet point to: Tara Wiggins the AmeriCorps Program Officer reported that the AmeriCorps InterCorps Council has a new name. The restructured ExtraCorps Council has been more active and is providing input on future trainings and on upcoming events.
- Page three; Retreat; Action Items: correct the spelling of retreat location to Levy Court

Motion #1: Commissioner Pippin moved to approve the revised August 11, 2016 meeting minutes

Second: Commissioner Funaiock seconded

Vote: **Yes:** Commissioners Funaiock, Pippin, Windley

Proxy: Rodriguez-Duffy

No: none

Abstain: none

All voted in favor. The motion passed.

MARKETING PROPOSAL

Executive Director Luz Vasquez-Guzman presented the marketing plan submitted by ab+c marketing agency. Plan included the proposed work plan which included: Phase I – Brand Discovery, Phase II- Brand Development and Phase III- Creative Implementation. SOV will start the process of contracting with ab+c to begin the scope of work outlined in the proposed work plan.

ADJOURN

Motion #2: Commissioner Funaiock moved that the Commission meeting be adjourned.

Second: Commissioner Pippin seconded the motion.

All voted in favor. The motion passed.

Business Meeting was adjourned at 12:35 p.m.

Submitted by:

Margarita Rodriguez-Duffy, Commission Secretary

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